



MOTOR VEHICLES, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	MOTOR VEHICLES, DEPARTMENT OF	RELEASE DATE:	Monday, April 19, 2010
POSITION TITLE:	CHIEF COUNSEL II, C.E.A.	FINAL FILING DATE:	Thursday, May 13, 2010
CEA LEVEL:	Chief Counsel II, C.E.A. (5873)	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 9,631.00 - \$10,829.00 / Month	BULLETIN ID:	04192010_1

POSITION DESCRIPTION

The Chief Counsel II, CEA is Deputy Director of the Department of Motor Vehicles' Legal Affairs Division and manages the activities of the department's legal offices in Sacramento and Los Angeles. The incumbent advises the Directorate and executive staff on legal strategies and implications regarding contractual matters, administrative actions, litigation, legislation, content of legal forms, rules and regulations, and may provide oral or written legal advice to other public officials or interested persons and organizations.

The Chief Counsel II, CEA prepares and presents the most difficult cases before boards and referees in matters involving violations of the Vehicle Code, and supervises the preparation and presentation of cases by staff attorneys. The incumbent acts as legal advisor to department staff in procurement and bidding, contract administration, and enforcement. In major procurements, the incumbent acts as lead in document preparation and in negotiations with bidders and may represent the department in contract protest hearings or supervise the preparation and presentation thereof by staff attorneys.

The incumbent formulates policies and procedures to ensure legally correct and timely actions; supervises the drafting of legal forms, orders, legislation, manuals, and administrative rules and regulations in cooperation with the Director and executive staff; provides a legal perspective in the development of policies and procedures; writes legal opinions as requested by the Director, Office of the Director and executive heads of departmental divisions; and reviews and approves those opinions assigned to and prepared by staff attorneys.

The Chief Counsel II, CEA represents the Director on highly sensitive legal matters and has significant delegated authority for independent decisions regarding legal matters involving the California Vehicle Code and Government Code.

The incumbent maintains liaison with the offices of the Attorney General and Legislative Counsel; consults with the Attorney General on legal problems and assists the Attorney General or other

public officials in the preparation and trial of cases; accepts service of process in all lawsuits against the department; coordinates the defense of such lawsuits with the Attorney General; and approves any and all settlements of such lawsuits.

MINIMUM QUALIFICATIONS

Membership in The State Bar of California. (Applicants must have active membership in The State Bar before they will be eligible for appointment.) and

Either I One year of experience in the California state service performing legal duties* at a level of responsibility equivalent to Assistant Chief Counsel. Or II Two years of experience in the California state service performing legal duties* at a level of responsibility equivalent to Staff Counsel, Range D; and Current employment in a class at a level equivalent to that of Senior Staff Counsel (Specialist) or (Supervisor). Or III One year of experience in the California state service performing legal duties* at a level of responsibility equivalent to Senior Staff Counsel (Specialist) or (Supervisor). Or IV Broad and extensive experience (more than five years) in the practice of law*. (Experience in California state service applied toward this requirement must include the same number of years of qualifying experience as required in Patterns I, II or III above performing the duties of a class at a level of responsibility equivalent to that described in Patterns I, II, or III.)

*Experience in the "practice of law" or "performing legal duties" is defined as only that legal experience acquired after admission to The Bar.

KNOWLEDGE AND ABILITIES

Knowledge of: Legal principles and their applications; legal research methods, court procedures, rules of evidence and procedure; administrative law and the conduct of proceedings before administrative bodies; provisions of laws and Government Code sections administered or enforced; principles of public administration, personnel management and supervision; the department's affirmative action program objectives; a manager's role in the affirmative action program and the processes available to meet affirmative action objectives.

Ability to: Analyze legal principles and precedents and apply them to complex legal and administrative problems; present statements of fact, law and argument clearly and logically in written and oral form; draft opinions, pleadings, rulings, regulations and legislation; hold hearings and independently present difficult and complex cases in court; plan, organize and direct the work of a staff of attorneys; effectively contribute to the department's affirmative action objectives.

DESIRABLE QUALIFICATION(S)

Applicants should possess the following:

Knowledge of California State statutes and regulations that apply to and impact the work of a State agency and the Agency's mission, goals, programs and policies.

Demonstrated ability to supervise a multi-disciplinary professional staff; represent the Department in legal matters; and serve in a consulting and coordinating capacity with other departmental functional areas statewide.

Demonstrated ability to develop and implement organizational improvements or innovations.

Demonstrated experience analyzing complex legal principles and precedents, and applying them to diverse legal and administrative issues.

Demonstrated experience as an advisor on the most controversial and sensitive contracts, agreements, and other legal documents requiring the approval of the Director and the Department.

Well developed interpersonal skills; ability to work effectively with and to provide oral and written legal advice to executive levels, including the Director and Agency Secretary, the Attorney General and Legislative Counsel Offices.

Demonstrated experience formulating and implementing policies and procedures and recommending appropriate actions.

Knowledge of the State's Equal Employment Opportunity Program.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CHIEF COUNSEL II, C.E.A.**, with the **MOTOR VEHICLES, DEPARTMENT OF**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position.

FILING INSTRUCTIONS

Interested applicants must submit both 1 and 2 below: (Applicants who fail to submit both items will be disqualified from the examination)

1. A completed Standard State Application (STD. 678), which includes civil service titles and dates of experience.
2. A Statement of Qualifications. The Statement of Qualifications: • is a narrative discussion of how the applicant's education, training, experience, knowledge and skills meet the DESIRABLE QUALIFICATIONS for the position; • serves as documentation of the applicant's ability to present information clearly and concisely in writing; • must be typed; and • must be no more than two pages in length, with font no smaller than Arial 10 point.

Resumes do not take the place of the Statement of Qualifications

Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Career Executive Assignment (CEA) examinations, for which he/she meets the minimum qualifications. Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Standard State Application.

Interested applicants must submit:

Applications must be submitted by the final filing date to:

MOTOR VEHICLES, DEPARTMENT OF, Selection and Certification Unit
P.O. Box 932315, MS #G-208, Sacramento, CA 94232-3150
Lisa McCann | 916-657-7553 | lmccann@dmv.ca.gov

ADDITIONAL INFORMATION

All Standard State Applications and Statement of Qualifications must be received no later than the final filing date of May 13, 2010.

You may fax a copy of your Standard State Application and Statement of Qualifications to ensure receipt by the Selection and Certification Unit to Lisa McCann at (916) 657-5848. Faxed copies of the Standard State Application and Statement of Qualifications must be followed up by the original Standard State Application and Statement of Qualifications post marked no later than the final filing date to the address indicated above.

Standard State Applications and Statement of Qualifications received via interoffice mail after the final filing date will not be accepted.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The MOTOR VEHICLES, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s5/s5871.txt>